

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

839 - OFFICE OF MINORITY HEALTH											
1.1.007	2225	ADMINISTRATIVE CORRESPONDENCE	3		3	O		O	X		PAPER, ELECTRONIC
1.1.008	5598	GENERAL CORRESPONDENCE (OMH)	1		1	O		O			PAPER, ELECTRONIC
1.1.013	4353	DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1	O		P			
1.1.023	3566	ORGANIZATION CHARTS	US		US	O	A	P			
1.1.024	183	PLANS AND PLANNING RECORDS	AC+3		AC+3	O	R	P			
1.1.026	3577	TEXAS REGISTER SUBMISSIONS	AC+1		AC+1	O		P			AC=DATE OF PUBLICATION IN THE REGISTER
1.1.040	5602	REPORTS & PAPERS - CONFERENCE (OMH)	2		2	O	R	P			
1.1.057	4165	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC AC=PURPOSE OF RECORD HAS BEEN FULFILLED
1.1.058	3574	MEETING MINUTES, ATTACHMENTS, AND AGENDAS FOR HEALTH DISPARITIES TASK FORCE	PM		PM	O	A	P			
1.1.060	5180	MEETINGS-AUDIOTAPES OF HEALTH DISPARITIES TASK FORCE MEETINGS	AC+90 D		AC+90 D	O		P			AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY
1.1.062	5179	SUPPORTING DOCUMENTATION TO THE HEALTH DISPARITIES TASK FORCE MEETING	2		2	O	A	P			
1.1.063	4166	STAFF MEETING MINUTES	1		1	O		O			PAPER & AUDIOCASSETTE
1.1.066	4160	REPORTS - ANNUAL & BIENNIAL, AGENCY	AC+6		AC+6	O	A	O			PAPER, ELECTRONIC; PUBLISHED ON WEBSITE AND MADE PUBLICLY AVAILABLE FOR AT LEAST TWO YEARS
1.1.067	5178	REPORTS - ADMINISTRATIVE (NON-FISCAL)	3		3	O	R	P			HEALTH DISPARITIES TASK FORCE AND OMH PERFORMANCE MEASURES
1.1.069	4161	EMPLOYEE REPORTS (OMH)	1		1	O		P			
1.1.069	5177	REPORTS - ACTIVITY OMH REGIONAL COORDINATORS	1		1	O		P			

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
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SECURITY CODES (Field 8)

O - Open Record
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VITAL CODES (Field 11)

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3.1.001	5176	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P			
3.1.014	1946	INTERVIEWING AND SELECTION RECORDS	2		2	O		P	X		
3.1.019	4162	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTINE.
3.1.021	4639	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	O		P	X		
3.1.023	1916	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		P	X		
3.2.002	4381	EMPLOYEE EARNINGS RECORDS (PAYROLL AFFIDAVIT)	4		4	O		P	X		INCLUDES PAYROLL WARRANT LISTING AND PAYROLL CERTIFICATION
3.3.023	1453	REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES	FE+3		FE+3	O		P			
3.3.023	4163	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		P			
3.4.006	372	TIME SHEETS	4		4	O		O			PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	4368	TIME OFF AND SICK LEAVE REQUESTS	FE+3		FE+3	O		O			PAPER, ELECTRONIC
5.1.004	5160	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US	O		P			
5.1.007	4369	REQUISITIONS FOR IN-AGENCY COPY/PRINTING SERVICES	AV		AV	O		P			
5.1.011	4370	PHOTOCOPIER/FAX USE LOGS	AV		AV	O		P			
5.2.010	4655	EQUIPMENT MANUALS	LA		LA	O		P			
5.2.011	4858	EQUIPMENT WARRANTIES	AC+1		AC+1	O		P			AC=EXPIRATION OF WARRANTY
5.2.014	4374	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3	O		P			

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839 - OFFICE OF MINORITY HEALTH

5.3	4375	PROCUREMENT CARD PURCHASES AND SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P		
5.3.007	4164	REQUESTS FOR PROPOSALS	FE+3	FE+3	O	P		
5.3.008	4376	PURCHASING LOGS	FE+3	FE+3	O	P		
5.4.001	4377	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION	CE+5	CE+5	O	P	X	MAY CONTAIN CONFIDENTIAL DATA

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